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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Files

DATE: 9 July 1948

FROM : General Counsel

SUBJECT:

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1. Today's memorandum to the Executive Director set forth responsibilities of the Assistant General Counsels during my absence. Each is further responsible for keeping the other fully informed on all matters pertinent to his duties and all matters of general concern. Each is to make sure that the other receives promptly all incoming material pertaining to his duties.

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25X1A

2. [REDACTED] is to assist [REDACTED] on OSO matters as a primary duty and may be called on for general CIA matters, for which he has special background and experience. [REDACTED] is to be available for either office as requirements and time permit.

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3. [REDACTED] will be available to relieve [REDACTED] as far as possible on routine steno-typing work, either going to the Administration Building, if necessary, or preferably having those doing the dictation come to Room 7113 North Interior (remember it's air-conditioned).

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4. All requisitions for supplies will be submitted to [REDACTED] for processing in [REDACTED] absence. [REDACTED] is also maintaining Time & Attendance Reports and will obtain pay checks.

25X1A

LAWRENCE R. HOUSTON